



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Nepotism Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) seeks to foster a working environment in which people are treated with respect and fairness, and without any potential for conflicts of interests or appearances of favoritism. In keeping with this workplace philosophy, it is important to reflect upon the realities of today's multi-professional, dual-career families in a manner that addresses nepotism concerns but does not inhibit the ability of the KSU to hire the most qualified individuals.

Nepotism is generally inconsistent with KSU's longstanding policy of making employment decisions based solely on unit needs and individual qualifications, skills, abilities, and performance. All employment decisions made at KSU should be based on individual merit. KSU will consider the employment of an employee's family members in the same manner that it considers all other external applicants.

DEFINITIONS:

Familial Relationship

For the purposes of this policy, a familial relationship is any relationship that meets the definitions of “domestic partner” or “relative.”

Domestic Partner

For the purposes of this policy, a domestic partner is defined as a legal or personal relationship between two (2) individuals who live together and share a common domestic life but are not joined by marriage or civil union.

Relative

For the purposes of this policy, a relative includes an individual’s parent (or stepparent), sibling (or stepsibling), child (or stepchild), spouse (or ex-spouse), parent-in-law, sibling-in-law, grandparent, great-grandparent, niece, nephew, first cousin, or domestic partner.

Senior Administrator

For the purposes of this policy, a senior administrator is an employee who reports directly to the President and has supervisory authority for the area where a conflict or potential conflict exists.

SCOPE:

While this policy prohibits certain workplace relationships, KSU does recognize the possible advantages of employing members of the same family or domestic partner unit and is supportive of such when not in violation of this policy.

KSU requires full disclosure of any relationships as defined herein at the time of initial employment or at any time such a relationship develops during the course of employment.

Employment includes regular and temporary full- and part-time employment, student employment and work-study, and graduate and other assistant programs.

APPLICATION:

The employment of relatives within KSU is not precluded, as long as the employment is in compliance with all KSU policies regarding employment qualifications, performance, promotion, and management of situations where nepotism, or the appearance of nepotism, is possible.

- No member of the Board of Regents, except those elected to the Board of Regents as faculty or staff representatives, shall be employed by KSU. Furthermore, no relative of a member of the Board of Regents shall be employed by KSU.
- No relative of the President or any senior administrator shall be employed in a position in that person’s administrative area, unless approval is granted by the Board of Regents. Approval by the Board of Regents shall only be granted upon the determination that:
 - The employment is in the best interest of KSU;

- The Board of Regents has been informed of the selection process, and all KSU regulations and policies regarding hiring and employment qualifications have been followed; and
- The Board of Regents has reviewed and approved a written Nepotism Disclosure Form. The Nepotism Disclosure Form shall ensure that employment decisions are made impartially and that neither employee is disadvantaged. The Nepotism Disclosure Form shall ensure that the possibility of nepotism and the appearance of impropriety are eliminated.
- In general, no relative of any KSU employee shall be employed in any position at KSU over which the related employee exercises supervisory authority. In some cases, however, and when it is in the best interest of KSU, potential conflicts can be managed through prompt disclosure of the relationship and approval by the appropriate senior administrator. Approval by the senior administrator shall only be granted upon a determination that:
 - The employment is in the best interest of KSU;
 - The senior administrator has been informed of the selection process, and all KSU regulations and policies regarding hiring and employment qualifications have been followed; and
 - The senior administrator has reviewed and approved a written Nepotism Disclosure Form. The Nepotism Disclosure Form shall ensure that employment decisions are made impartially and that neither employee is disadvantaged. The Nepotism Disclosure Form shall ensure that the possibility of Nepotism and the appearance of impropriety are eliminated and shall be consistent with all KSU policies.
- It is strongly advised that employees do not work in the same physical unit as a relative or in positions that influence, or are influenced by, a relative. Employment of relatives within the same department or division must be approved by the appropriate senior administrator.

PROCESS:

- Potential candidates will be asked via the employment application to identify if they have a familial relationship, as defined in this policy, with any current KSU employee.
- The Office of Human Resources (HR) will vet the employment applications for any familial relationships.
- HR will notify the appropriate senior administrator if it's determined that a candidate has a familial relationship with a current KSU employee.
- HR and the senior administrator shall review the candidate's application in accordance with this policy's directives.
- Approval of the Nepotism Disclosure Form shall occur prior to the hiring of the candidate.
- After discussing with the senior administrator, HR shall notify the candidate and inform him or her if he or she is ineligible for the position due to this policy.

RELATED POLICIES:

Conflict of Interest and Commitment Policy
